



**City of Gulfport, Mississippi**  
Job Description

## **Center Coordinator (CNCO)**

Department: 411 – Leisure Services

EEO Class: Professional

Date Revised: 10.28.2012

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

The Center Coordinator oversees the programs, maintenance, and records of a municipal recreation facility and any adjacent park facilities. This person is responsible for scheduling events at the facilities, setting up tables and chairs, and performing regular janitorial duties to ensure the cleanliness of the facility.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- May conduct a general program of recreation at an assigned recreational facility.
- Greets visitors and tourists.
- Organizes, supervises, and stimulates interest among children, adults and seniors in various types of sports, crafts, art work, and other recreational activities.
- Issues and receives recreational equipment; supervises proper use and care of recreational equipment.
- Maintains schedule, reservation, invoices, concession reports, accident reports, and related records; takes inventory of supplies and equipment; prepares regular reports and correspondence.
- Clean, sweeps, mops, scrubs floors; empty/clean wastebaskets and trash containers, replace lights bulbs; refill restroom dispensers.
- Move equipment and supplies on an incidental basis.
- Cleans and sanitizes rest rooms.
- Set up and take down tables and chairs for scheduled events; providing any necessary equipment that is needed for event.
- Ensures that the building and equipment is properly maintained. Reports needed repairs to supervisor.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain

and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Some knowledge of the rules and regulations of competitive athletic games.
- Ability to lead and instruct adults, children and seniors in a variety of recreational activities and special events.
- Ability to recruit and train volunteers in helping with recreational programs
- Knowledge of methods of cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals.
- Thorough knowledge of city and department rules and regulations.
- Knowledge of standard office equipment and procedures.
- Ability to greet the general public tactfully and courteously.
- Basic computer knowledge in Microsoft programs.

### **Education and Experience**

High School graduate or equivalent is required. Some college education in recreation or related field preferred. Two to three years previous experience in working with the public and/or in the recreational field is required.

### **Required Licenses or Certificates**

Must possess first aid and CPR basic certifications.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include lifting/carrying up to 50 pounds unassisted, bending, standing, climbing or walking. Must be able to work safely in an environment containing chemicals, cleaning materials, dust and noise. visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Working conditions are both indoors and outdoors.